

State Foundation on Culture and the Arts

Attachment A

Submit 1 copy of signature authorization with this form.  
Fill in all blanks. This form is required of all organizations, including state agencies.

SFCA Project Code FY2006 \_\_\_\_\_

Project Title \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

This is to certify that the above named organization meets all of the following qualifying standards, as provided in Chapter 9 , *Hawaii Revised Statutes*, it:

- 1 Is either:  
☐ A profit organization incorporated under the laws of the State of Hawaii (a copy of the articles of incorporation has been submitted);  
Or:  
☐ A non-profit organization, which:  
    a Is determined to be exempt from the federal income tax by the Internal Revenue Service (a copy of 501 (c)(3) tax-exempt status letter has been submitted); and  
    b has a governing board whose members have no material conflict of interest and serve without compensation (board-adopted policy statements or corporate resolutions have been submitted or the appropriate sections of the bylaws submitted have been marked); and
- 2 Has bylaws or policies describing the manner in which business is conducted (complete bylaws or policies have been submitted), and
- 3 Has policies relating to nepotism and management of potential conflict of interest situations (board-adopted policy statements or corporate resolutions have been submitted or the appropriate sections of the bylaws submitted have been marked); and
- 4 Has at least one year's experience with the project or in the program area for which the services are being purchased unless the Director of Finance has granted an exception (no attachments required); and
- 5 Is licensed and accredited, as applicable, in accordance with the requirements of federal, state, and county governments (no attachments required).

And it also

Has adopted and follows a smoking policy in compliance with Act 289 of the Fourteenth Legislature of the State of Hawaii and Chapter 328D, Part II (Smoking in the Workplace), Hawaii Revised Statutes (the policy has been submitted); and

Has authorized, in its bylaws or a corporate resolution, specific officers or directors to sign contracts on behalf of the organization (corporate resolution has been submitted or the appropriate section of the bylaws submitted have been marked).

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (in Print) of Authorized Signatory

\_\_\_\_\_  
Title of Signatory

NOTE: Errors in complying with these requirements are a frequent cause of delay - which can range from a few days to several weeks - as all processing stops until documents are correct.